

Professional and Managerial Branch  
Culture Group  
Museum Series

MUSEUM PREPARATOR

12/03 (AIS)

**General Purpose**

Under general supervision, care for, handle, store, conserve, frame, pack and display museum art collection, borrowed art and other exhibits.

**Typical Duties**

Set up art, artifacts and exhibits. Involves: Hang, install and take down works of art and artifacts as required. Check and maintain condition and location of works of art and artifacts on display. Check and prepare collections for exhibits and display. Install gallery graphics such as signs, labels, text and photo panels. Assist in the preparation of exhibits. Perform carpentry and painting work as required. Construct and prepare wooden and Plexiglas boxes, stands, armatures, frames and related museum properties. Install or set up lighting in galleries to assure exhibits and displays are properly lighted, maintained and cleaned.

Frame and assure proper framing of paintings. Involves: Order and maintain inventory of preparation supplies such as framing items, paint, carpentry items and packing materials. Mat and frame works on paper. Receive, unpack, inspect and pack works of art and artifacts. Organize and maintain all exhibitions and transport furniture including pedestals, vitrines and crates. Load, unload and store crates. Organize and safely maintain storage room inventory. Escort artwork in transit to ensure proper handling of shipment. Maintain all work areas in a clean, safe manner.

Perform related professional duties contributing to the realization of City and department goals as required. Involves: Substitute, as qualified, for coworkers or supervisor during temporary absences by carrying out specifically delegated functions to maintain continuity of normal services, if assigned. Provide support for projects or activities overseen by supervisor. Engage in special projects and serve on ad hoc committees as required. Explain and demonstrate work performed to assist supervisor in orienting and training less knowledgeable employees.

**Knowledge, Abilities and Skills**

- Application of good knowledge of museum properties and handling of artifacts methods and procedures.
- Application of good knowledge in the methods and procedures used in the matting and framing of works of art.
- Application of good knowledge of carpentry, construction and design of exhibits methods and procedures.
- Application of good knowledge of utilization and maintenance of power and hand tools.
- Ability to interpret federal, state, and city laws, rules, regulations, related to transportation, preservation and display of artifacts, state and local labor and occupational safety and health rules and regulations.
- Ability to establish and maintain effective working relationships with coworkers, officials, vendors, museums, foundations and the public.
- Ability to communicate clearly and concisely orally and in writing.
- Skill in safe operation and care of personal computer or network workstation, and generic business productivity software.

**Other Job Characteristics**

- Frequent and prolonged periods of standing, sitting, bending, stooping, reaching, stepping on step stools and ladders, working at heights on ladders and lifts, pushing and pulling shipping and packing crates and carrying art materials, supplies, artwork, and artifacts weighing up to 50 pounds in setting up and tearing down exhibits, preparing artwork for storage or shipping.
- Frequent exposure to disagreeable chemicals and fumes common to the matting and framing of artwork, carpentry utilized in creating exhibits and displays.

**Minimum Qualifications**

**Education and Experience:** Equivalent to an accredited Bachelor's degree in art history, fine arts, museum studies or related field, plus two (2) years of museum or gallery experience handling art and artifacts, including one (1) year of construction and preparation of boxes, stands, armatures, frames and related museum or gallery properties.

**Licenses and Certificates:** None.

Human Resources Director

Department Head